

## RANKING WORKSHEET

NAME \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

### A. PERFORMANCE

- X
1. Creativity: The degree to which the individual identifies, develops, and articulates innovative alternatives and solutions to problems.

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1 \_\_\_\_\_ Rarely has original input or contributions.  
2 \_\_\_\_\_ Occasionally has original input or contributions.  
3 \_\_\_\_\_ Usually has original input or contributions.  
4 \_\_\_\_\_ Original input or contributions are exceptional.

2. Initiative: The degree to which the individual actively seeks additional tasks or problems for solution.

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1 \_\_\_\_\_ Waits for direction - needs constant prodding.  
2 \_\_\_\_\_ Occasionally shows initiative - moderate reminders needed.  
3 \_\_\_\_\_ Usually shows initiative - minimal prodding needed.  
4 \_\_\_\_\_ Exceptional initiative - a real self-starter.

3. Judgment: The degree to which the individual is able to make sound recommendations or effective decisions.

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1 \_\_\_\_\_ Recommendations and decisions normally poor.  
2 \_\_\_\_\_ Recommendations and decisions occasionally sound.  
3 \_\_\_\_\_ Recommendations and decisions usually sound.  
4 \_\_\_\_\_ Recommendations and decisions exceptionally sound.

4. Productivity: The degree to which the individual completes assignments within environmental constraints (time, information, supervisor, etc.).

1 \_\_\_\_\_ Production is lacking and incomplete.  
2 \_\_\_\_\_ Production is usually completed as required and no more.  
3 \_\_\_\_\_ Production is completed on and occasionally before required date.  
4 \_\_\_\_\_ Production with rare exception is completed before required date.

5. Quality: The degree to which the individual produces high quality work.

- 2 ☐ Work contains errors but acceptable.
- 3 ☐ Work is satisfactory, few evidences of carelessness.
- 4 ☐ Work is exceptional and accurate.

6. Self Reliance: The degree to which an individual is willing to take the personal risk of expressing independent opinions.

- X
- 1 ☐ Never expresses independent opinion.
  - 2 ☐ May express independent opinion when solicited.
  - 3 ☐ Often expresses independent opinion.
  - 4 ☐ Demonstrates exceptional competence in expressing independent opinions.

7. Experience: The degree to which the individual has successfully performed in a variety of assignments with increasing responsibility.

- 1 ☐ Performed in a limited number of assignments with no increase of responsibility.
- 2 ☐ Performed successfully in a variety of assignments with limited responsibility.
- 3 ☐ Performed successfully in a limited number of assignments with increasing responsibility.
- 4 ☐ Performed successfully in a variety of assignments with increasing responsibility.

Sub Total \_\_\_\_\_ x Weighting Factor \_\_\_\_\_ Equals Net Score \_\_\_\_\_.

## B. SKILLS

1. Technical: The degree to which the individual has mastered the substantive area(s) within which he works.

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- 1 ☐ Has poor grasp of technical areas.
  - 2 ☐ Has some weaknesses but acceptable.
  - 3 ☐ Has good grasp of most technical areas.
  - 4 ☐ Has exceptional grasp of technical areas.

2. Self-Expression: The degree to which the individual can effectively express himself orally and in writing.

- 1 ☐ Written and oral work of little value.
- 2 ☐ Written and oral work require additional explanation, but acceptable.
- 3 ☐ Work is useful and meaningful, few additions needed.
- 4 ☐ Work is thorough - rarely needs additional explanation.

- 7 — 3. Managerial: The degree to which the individual is able to motivate and supervise people in an activity or program.

- Supervisor*
- 1 ☐ ~~Manages~~ people poorly; needs firm direction or has no managerial responsibilities.
  - 2 ☐ Manages people in an acceptable fashion; occasionally needs help.
  - 3 ☐ Manages people in a satisfactory manner, usually well worked out.
  - 4 ☐ Manages people thoroughly and completely.

4. Organization/Management: The degree to which the individual is able to organize and direct activity to its assigned completion.

- 1 ☐ Manages work poorly; needs firm direction or has no managerial responsibilities.
- 2 ☐ Manages work in an acceptable fashion; occasionally needs help.
- 3 ☐ Manages work in a satisfactory manner, usually well worked out.
- 4 ☐ Manages work thoroughly and completely.

5. Interpersonal: The degree to which the individual successfully relates to and works with subordinates, peers, supervisors, and counterparts in other organizations.

- 1 ☐ Does not work well with others.  
2 ☐ Has some difficulty working with others.  
3 ☐ Works well with others.  
4 ☐ Demonstrates exceptional ability in working with and relating to others.

Sub Total \_\_\_\_\_ x Weighting Factor \_\_\_\_\_ Equals Net Score \_\_\_\_\_.

C. POTENTIAL

1. Capacity for Growth: The degree to which the individual can be expected to assume responsibility and/or effectively organize, manage, and direct programs and people.

1.  Capacity for growth - none.
2.  Capacity for growth - limited.
3.  Capacity for growth - good.
4.  Capacity for growth - excellent.

Sub Total  s Weighting Factor  Equals Net Score .

D. OTHER FACTORS

1. Mobility: The degree to which the individual is willing and able to serve in Career Service requested assignments.

- 1 ☐ Unwilling to serve in any other assignment.
- 2 ☐ Willing to accept only selected assignment.
- 3 ☐ Willing to serve in any assignments but has limitations.
- 4 ☐ Willing and able to serve as required.

- 2. Comparability: The degree to which the individual performs a job that is or is not comparable to his grade.

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- 1 ☐ Job is lower graded than the grade of the person.
  - 2 ☐ Job is comparable to grade of the person.
  - 3 ☐ Job is one grade higher than the grade of the person.
  - 4 ☐ Job is two grades higher than the grade of the person.

3. Self-Improvement: The degree to which the individual has shown interest in his intellectual and professional growth through education/training both prior to and following his entry on duty.

- 1 ☐ Too soon to evaluate or shows no interest in additional training or education.
- 2 ☐ Employee, regardless of educational attainment has shown some interest in additional education and training through attendance at conferences, seminars, universities, etc.
- 3 ☐ Has non-Personnel related college degree or less than college degree, who has regularly sought additional training-through attendance to conferences, seminars, schools, etc.
- 4 ☐ Has Personnel related college degree and has regularly sought additional training. (As stated above)

3. Has college degree but has not demonstrated his continued interest in education/training through attendance at conferences, etc.

OVERALL SCORE

A. PERFORMANCE

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B. SKILLS

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C. POTENTIAL

\_\_\_\_\_

D. OTHER FACTORS

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Overall Score

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Overall Ranking

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Number \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_

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Based on this competitive evaluation and ranking, (Mr., Ms., Miss, Mrs.) \_\_\_\_\_ has potential for advancement to the (GS \_\_\_\_ level) (the next higher grade level) and for assignment to a more responsible position.